Office of the Attorney General
Department of Justice

CHIEF OF POLICY

San Francisco

About the Organization

Attorney General Kamala D. Harris is the state's chief law enforcement officer, responsible for ensuring that state laws are uniformly and adequately enforced. The department includes approximately 4,500 employees who provide legal and law enforcement services to the state, including representing the People of California in civil and criminal matters before trial courts, appellate courts and the supreme courts of California and the United States, and law enforcement activities such as criminal investigations, apprehending criminals, and exchanging criminal intelligence using state-of-the-art technology. More information is available at www.oag.ca.gov.

About the Position

The Chief of Policy is responsible for managing policy development within the Office of Attorney General. This includes developing and executing the Attorney General's policy initiatives and managing certain cross-divisional policy work within the office. The Chief of Policy ensures that all office policy decisions and programs are consistent with the Attorney General's stated goals.

The Chief of Policy directly supervises a team of four special assistant attorneys general, who are charged with developing and implementing the Attorney General's affirmative agenda. The Chief of Policy also works closely with the senior managers of the legal divisions, the executive office, and the Division of Law Enforcement.

Along with the Chief Deputy Attorney General and the Chief of Staff, the Chief of Policy reports directly to the Attorney General on a daily basis and serves as one of the office's most senior managers.

Frequently, the Chief of Policy will represent the Attorney General as a liaison to several local, state, and federal agencies, associations, and advocacy groups.

Minimum Qualifications

We are seeking a qualified lawyer, with excellent academic credentials and managerial experience. Experience includes performing legal duties (i.e., practicing law), and a background in policy, legislative and/or government affairs. Must have some established relationships with policy leaders at the state and national level and demonstrated success in developing and managing policy initiatives. Strategic thinker with ability to identify, prioritize and execute policy objectives.

Desirable Qualifications

Ability to manage priorities judiciously and can motivate in a team-oriented, collaborative environment; intellectually curious, confident, and have excellent interpersonal skills; demonstrated leadership ability, highly organized and effective manager of own and others' work; ability to interact positively and effectively with client representatives, subordinates and other members of the Attorney General's Office at all levels; strong written and oral communication skills (e.g., policy issue briefs/summaries and presentations on key issues); and sharp attention to details as well as an appreciation for the big picture.

Apply Now

To apply, please submit a state application form STD 678 and resume to
Victoria.Sawyer@doj.ca.gov

or:

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Department of Justice
1300 I Street, 17th Floor
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Attn: Victoria Sawyer, Special Assistant to the Chief Deputy Attorney General